

<b>POSITION DESCRIPTION</b>		<b>DEPARTMENT/DIVISION</b> Public Works
<b>NAME</b>		<b>TITLE</b> Maintenance Specialist I
<b>PLACE OF WORK</b> Public Works		<b>GRADE</b> 3
<b>NAME/TITLE OF SUPERVISOR</b> John Gerstner, Director of PW & CJ Crummitt Jr, Asst PW Superintendent		<b>WORKING HOURS</b> 7:00 am – 3:30 pm
<b>NAME/TITLE OF THOSE YOU SUPERVISE</b>		<b>Exempt/Non-Exempt</b> Non-Exempt
<b>%</b>	<b>Position Description</b>	<b>Performance Standards</b>
40	A. Water and Sewer Duties	A1 Assists with the repair and replacement of water or sewer infrastructure. A2 Conducts sewer maintenance including operating sewer equipment (i.e. Jetter, snake, camera, pipe-patching). A3 Conducts storm drain repairs and replacements. A4 Conducts proper clean up procedures.
20	B. General Maintenance Tasks	B1 Identifies, replaces, and repairs failing fixtures, appliances, and other items as needed. B2 Conducts street maintenance including asphalt repairs, curbs, streets signs and safety markings, etc. B3 Conducts sidewalk inspections. B4 Conducts seasonal lawn maintenance. B5 Conducts seasonal snow plowing and removal.
30	C. Building Maintenance	C1 Conducts building inspections, i.e., lights, door latches, windows, etc. C2 Assures proper building and structural appliances and fixtures are working properly. C3 Conducts building repairs, i.e. replace window glass, doors, and paint. C4 Performs basic carpentry and repairs.
10	D. Other Duties	D1 Operates large and small equipment, adhering to proper safety and operational standards. D2 Conducts utility line locating. D3 Conducts proper vehicle inspections. D4 Carries out On-Call status on rotation. D5 Other duties as assigned by supervisors.

#### APPROVALS

The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

_____ Employee	_____ Date	_____ Supervisor	_____ Date	_____ Department Head	_____ Date
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